



RAMAKRISHNA MISSION
INDUSTRIAL TRAINING CENTRE
Narendrapur, 24 Pgs(S), Kolkata-700103, W.B, India
Email- rkmndpiti@gmail.com
Website:- www.rkmaitc.org

Ph. No. 033-24772441
9903638501,

Date- 22-2-2021

PROSPECTUS

Ramakrishna Mission Industrial Training Centre, Narendrapur, Dist- South 24 Pgs., Kolkata Pin-700103, Phone No. 033-24772441, 9903638501 , Email-rkmndpiti@gmail.com, **Web-Site:** www.rkmaitc.org is a **recognized Government Sponsored Industrial Training Institute**. We are going to hold a Selection Test for the appointment to the posts of Teaching & Non-Teaching Staff (**MALE Only**) against the vacancies advertised herewith in conformity with the autonomy regulations issued for the Ramakrishna Mission Institute/Schools sponsored by the Government of West Bengal.

1. Eligibility & Essential Qualification Required:

Any Male citizen of India may apply only for a single post. Every candidate shall require to possess such relevant qualifications as mentioned.

1. NAME OF POST :

Clerk.

(For Scheduled Tribe Only) - 1 Post

METHOD OF RECRUITMENT

By Direct recruitment through selection.

QUALIFICATIONS:

A) ESSENTIAL :

i) Passed Madhyamik or its Equivalent Examination.

B) DESIRABLE :

Knowledge in Computer operations.

AGE :

Not less than 18 years and not more than 40 years on the 1st day of January of the year of recruitment subject to the provisions along with amendments of the West Bengal Services (Raising of age limit) Rules, 1981, for the time being in force.

SC & ST candidates are subject to 5 years relaxation.

SCALE OF PAY :

Rs. 3350-6325/- (Pre-revised)

Revised in Pay Band : 2 (PB-2) Rs. 5400-25200/- Grade Pay-Rs 2600/-

Revised in Pay Band : 2 (PB-2) (Pay Matrix level - 6) Rs. 22700-58500 /- (as per ROPA-19)

2. NAME OF POST :

Peon (Lower Grade -Group-D) (Scheduled Caste -Exempted Category- Only)
(In case of non-availability of a suitable exempted category candidate belonging to SC the above vacancy will be filled up by an available non-exempted category candidate belonging to SC).

METHOD OF RECRUITMENT

By direct recruitment through selection.

QUALIFICATIONS:

A) ESSENTIAL :

- a) Class VIII Pass from any recognized school or any other recognized equivalent Institution.
- b) A candidate shall have sound health and good physique, and be of active habits and free from any organic defect or bodily infirmity.

B) DESIRABLE :

- i) Reading and Writing in English and Bengali.

AGE :

Not less than 18 years and not more than 40 years on the 1st day of January of the year of recruitment subject to the provisions along with amendments of the West Bengal Services (Raising of age limit) Rules, 1981, for the time being in force.

SC & ST candidates are subject to 5 years relaxation.

SCALE OF PAY :

Rs. 2600-4175/- (Pre-revised)

Revised in Pay Band: 1 (PB-1) Rs. 4900-16200/- Grade Pay-Rs 1700/-

Revised on Pay Band: 1 (PB-1) (Pay Matrix level - 1) Rs. 17000-43600/- (as per ROPA-19)

3. NAME OF POST :

Foreman (**For Unreserved**) -1 Post

METHOD OF RECRUITMENT

By Direct recruitment through selection.

QUALIFICATIONS:

A)ESSENTIAL :

- i) A Diploma Course in Mechanical / Electrical / Electronics / Automobile / Computer Science Engineering of three years duration, recognized by the West Bengal State Council of Technical Education or the All India Council of Technical Education.
- ii) Minimum 8 years post qualification experience in workshop / teaching in a reputed industry or recognized technical institution of which at least 3 years should be in supervisory capacity.
- iii) Knowledge of Bengali, English & Hindi- spoken and written.

B)DESIRABLE :

- i) Ability to organize training.

- ii) Experience in preparation of lesson plan / teaching aid and other instructional material.

- iii) Exposure in material management
iv) Knowledge in Computer Application.

AGE :

Not less than 18 years and not more than 39 years on the 1st day of January of the year of recruitment subject to the provisions along with amendments of the West Bengal Services (Raising of Age Limit) Rules, 1981, for the time being in force.

SCALE OF PAY :

Rs. 4500-9700/- (Pre-revised)

Revised in Pay Band : 3 (PB-3) Rs. 7100-37600/- Grade Pay-Rs 3900/-

Revised on Pay Band: 3 (PB-3) (Pay Matrix Level - 10) Rs. 32100-82900/- (as per ROPA-

19)

2. List of Vacancies:

Sl. No.	Vacancy Code No.	Name of the Post	Vacancy	Category
1.	RKM/CL	Clerk	1.Clerk	ST
2.	RKM/P	Office Peon	1.Peon	SC(EC)
3.	RKM/FM	Foreman	1.Foreman	UR

3. Fees for Examination:

Fee for Application Form will be Rs. 300.00 (Rupees Three hundred Only) for all Candidates and it will not be refundable under any circumstances. This amount is to be send with application form through Demand Draft drawn from any nationalized bank payable at Kolkata in favour of :

R.K. Mission Industrial Training Centre, Narendrapur.

4.. Application Procedure:

Application forms are available by **Online** only. Candidates can download the **Application Form** in A4 size paper from our website from 27th February, to 31st March, 2021. Submission of filled in Application Form can be made by Hand / Speed Post / Registered Post from 27th February to 31st March, 2021. The envelope should carry the following:

1. Address as given below.

**Secretary, Ramakrishna Mission Industrial Training Centre, Narendrapur,
24 pgs. (S), Kolkata-700103, WB.**

2. Name of the Post applied for with vacancy Code No.

If delivering by hand, applications will be received on all days, **excluding Saturdays, Sundays and Government holidays, from 11.am to 4.00 pm** at the drop box which will be kept in the office.

No application will be received after 31st March 2021.

Before filling up, please read this prospectus for proper post /vacancy. Over-writing and use of white ink are strictly prohibited. Applicants shall not use typed/handwritten copy of the said form. Such forms will be rejected.

5.The following documents to be submitted along with the application form:

- a) Self-attested photo-copy of all relevant educational qualifications, mark sheets and certificates.
- b) Self-attested photo-copy of Voter, Aadhaar, Pan and Caste certificate issued by the competent authority, if applicable.
- d) Experience certificate in related field.
- e) Two recent passport size colour photographs.
- f) DD of Rs 300/- only in favour of “*R.K. Mission Industrial Training Centre, Narendrapur.*”

General Information:-

A) Disqualification of the candidates:-

- i) No person shall be eligible for selection for appointment to any above post unless he is a citizen of India.
- ii) If a candidate leaves any blanks or the presence of any mismatch in any fields against Subject, Category, Signature, Academic Details, Photograph will lead to the cancellation of his candidature.
- iii) Under age or over age with respect to caste category.
- iv) Vacancy/Post not advertised.
- v) Applicant does not have proper educational qualification.
- vi) Date of birth missing or age proof certificate not submitted.
- vii) Candidate has applied for more than one post or duplicate candidate.
- viii) Caste Certificate of other state, caste certificate not from competent authority.
- ix) Caste Certificate not submitted, if applied for particular caste category.